



North Carolina Department of Public Safety

Human Resources

Beverly Eaves Perdue, Governor
Reuben F. Young, Secretary

Bennie Aiken, Chief Deputy Secretary
Alvin G. Ragland, Director

June 15, 2012

MEMORANDUM

TO: All DPS Managers

FROM: Alvin G. Ragland *Al Ragland/SAP*

RE: Time and Leave Entries and Approvals

Based on the consolidation of the three former agencies into the Department of Public Safety (DPS), all BEACON/SAP organizational units had to be revised. Although DPS was established effective January, 1, 2012, the new organizational units will not be rolled into BEACON/SAP until July. As of Monday, July 9, 2012, the former Departments of Crime Control and Public Safety, Correction, and Juvenile Justice should be consolidated in BEACON/SAP under the DPS organizational unit.

To ensure a smooth transition, all time entries need to be entered and approved weekly in BEACON/SAP by ESS/MSS or a Time Administrator. The system will temporarily be down prior to the rollover for certain actions; however, you will still be able to enter and approve time and leave. All BEACON/SAP related actions must be received in HR by Wednesday, **June 20, 2012** to assure it's processed by the June payroll deadline.

If you have any questions, please contact the HR Representative in your Division. Thank you for your assistance in this matter.

RAG:VW:mks

Cc: Secretary Reuben Young

MAILING ADDRESS:
4203 Mail Service Center
Raleigh, NC 27699-4203

www.ncdps.gov



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OFFICE LOCATION:
214 W. Jones Street
Raleigh, NC 27603
Telephone: (919) 716-3700
Fax: (919) 716-3794